



Virginia Department of
HUMAN RESOURCE
MANAGEMENT

Office of Health Benefits

COMMONWEALTH OF VIRGINIA **DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

Benefits Administrator Memo **#01-21**

To: Benefits Administrators
From: Charles Reed, Associate Director
State and Local Health Benefits Programs
CC: All OHB
Date: December 19, 2001
Re: 2001 Employee Annual Report and Spotlight Online Special Report

Enclosed are an online Spotlight special issue on increasing health care costs and the Employee Annual Report for 2001 (for Benefits Administrators on the e-mail list). The special online report provides important information about the impact of rising health care costs nationally and on the State Health Benefits Program. It also announces the exit of two carriers, CIGNA HealthCare of Virginia, Inc. and Optimum Choice, Inc. from the program effective July 1, 2002. You will receive additional information in early 2002 about these issues and also details on the spring Open Enrollment period.

A limited supply of printed annual reports (25% of your agency's FTE count) will be shipped to you beginning December 27, based on our Materials List for state agencies. You and your employees may print additional copies of the Annual Report, or view and/or print the special report, from the Department of Human Resource Management's Web site at www.dhrm.state.va.us/hbenefit.htm.

Enrollment/Waiver Form for Retirees

The instructions for the Retiree Enrollment/Waiver Form are incorrect for the first three categories of choosing plans that coordinate with Medicare, non-Medicare plans and combination coverage. A corrected version of the form may be downloaded and printed off the DHRM Web site at www.dhrm.state.va.us/services/health/retiree/EnrollForm.pdf.

Future orders of the form from Commonwealth Mailing will contain an insert with the correct instructions as noted below. Thanks for your patience.

IF YOU ARE USING THIS FORM TO...	COMPLETE PART(S)...
Enroll in plan that coordinates with Medicare	A, B, D
Enroll in Non-Medicare State plan	A, C, D
Enroll in combination of plans above	A, B, C, D

Enclosures:

Spotlight online special report
2001 Annual Report (by e-mail only)